

**Beginning
September 3!**



**Parks
Make
Life
Better!**

The BEAT

Free After School Program at
Graham Middle School

The BEAT is a free after school program available to Graham Middle School Students. The program provides your teen with a well-rounded experience each day after school. Participants in the program will be given choices to participate in various recreation activities, as well as given time to work on homework. Please read the attached for more information.

“STEPPING UP OUR GAME IN RECREATION AND EDUCATION”

The BEAT strives to:

Build skills in study routines

Empower youth

Increase **A**ctivity

Promote **T**eamwork

TO REGISTER:

- 1) Read the attached important information.
- 2) Complete the attached registration form and behavior contract and return to the front office at Graham Middle School or to The BEAT staff.
- 3) Once your form is turned in, your student is ready to begin on September 3!

For more information, contact the Mountain View Recreation Division at (650) 903-6331 or Diane Atienza, Recreation Coordinator, at (650) 903-6402.



The BEAT

Free After School Program at Graham Middle School

The BEAT is a **FREE**, supervised, after school program at Graham Middle School.

PLEASE TAKE A FEW MINUTES TO CAREFULLY READ THE FOLLOWING IMPORTANT INFORMATION

When does The BEAT take place?

Tuesday, September 3, 2013 – Friday, May 23, 2014

Regular Days: 2:50-6:00 pm

Minimum Days: 12:15-6:00 pm

For more information, please contact
Diane Atienza, Recreation
Coordinator, at (650) 903-6402

Where?

Rooms 40 & 41 (next to football field)

Who is eligible to participate in The BEAT?

All students attending Graham Middle School are eligible to participate in the after school program. Students of all ages, skill levels, ethnicities, languages and backgrounds are encouraged to register! For your child's safety, students are eligible for this program only if they attend Graham during the school day.

THE BEAT'S SCHEDULE:

School is released at 2:50 pm

2:50-3:15 pm: Check-in & Homework Prep

3:15-4:15 pm: Homework assistance in room 40 or 41

4:15-4:30 pm: Rec Talk (review of daily activities)

4:30-4:45 pm: Transition to Recreation Activities

4:45-5:15 pm: Group Activity

5:15-6:00 pm: Choice between two recreation stations

*Pick up takes place in between 5:45 pm – 6:00 pm.

**Minimum days will follow a similar schedule, but will begin at 12:15 pm and more recreation activities will be offered throughout the program.

COMPONENT STATIONS:

HOMEWORK ASSISTANCE – Homework Assistance occurs Monday through Friday. There are two rooms that students can choose to work on homework in - Room 40 or Room 41. Room 40 is a more "classroom" type environment with student desks and chairs. Room 41 is a more "Coffee Shop" style environment with beanbags, couches, and group study tables. **Staff in both rooms will enforce a positive, interactive, yet quiet study environment for students.**

RECREATION STATIONS – A group activity and at least two recreation activity stations will be planned each day. Participants will have the opportunity to choose which activity they would like to participate in when two activities are offered. Activities include indoor and outdoor recreation activities (such as games, sports, tournaments, and team building), as well as enrichment activities such as cooking days, arts & crafts, science activities, and more.

SUPERVISION:

The BEAT Program is staffed by trained Recreation Leaders who create a fun and safe environment for all participants. We maintain at least a 12:1 ratio.

SNACKS:

Snacks are not provided to participants on a daily basis. Please provide your child with a snack for after school hours.

Checking In:

In order for your teen to participate, he/she must check-in promptly after the school bell rings. If your teen arrives after 3:05 p.m., a note from a teacher or coach must be presented to staff to enter the program. By 3:05 pm, participants should be checked into program. Participants should check into room 41 first, then may go to room 40 for homework if they choose, or continue to stay in room 41.

Stay and Play Policy:

The BEAT's Stay and Play policy requires that once a participant signs into program, they may not sign out until 5:45 pm. Staying until 5:45 pm allows for participants to receive the full benefit of the program. If a participant needs to leave early for appointments, sports, etc., the parent must communicate to a staff member directly *and* provide them with a written note allowing them to leave early. Participants who check themselves out, must immediately head home, and may not linger on the Graham School campus. **Participants who do not abide by this policy will be removed from the program.** *For the safety of participants who walk or bike home, during Fall/Winter daylight savings (November-March), participants who are able to sign themselves out may do so at 5:00 p.m.*

Picking up your Teen:

The BEAT operates from the time school is released until 6:00 pm, and pick-up takes place in between 5:45-6:00 pm. It is your responsibility and obligation to ensure that your teen is picked up **no later than 6:00 pm**. Parents must check in with a staff member and sign out their teen on the roster. As a reminder, parents may elect for their teen to sign out on their own, however, the participant may not sign out until 5:45 pm (See the Stay and Play policy).

Late Pick-up Policy:

Parents/Guardians who arrive late to pick up their teen(s) from any Recreation program will pay a fee of \$6.00 per 15 minutes and the parent/guardian will receive a participation violation form. Three participation violation forms in a trimester will result in the removal of your teen from the program. Please ensure that you plan accordingly so that you will arrive on-time to pick up your teen(s). If you are allowing your child to walk, bike or skate home, they must leave the school campus as soon as program ends. **PARTICIPANTS ARE NOT ALLOWED TO WAIT OUTSIDE FOR THEIR RIDE.** It is the parent's/guardian's and teen's responsibility to ensure that everyone knows and understands all rules, regulations, and standards.

Behavior Guidelines:

The BEAT has guidelines that all participants must abide by to stay in the program. A behavior contract must be signed by both the participant and parent prior to the teen attending program. Please review the attached guidelines sheet with your teen, sign, and turn into a staff member.

Consequences for Teens Who Choose Not to Follow Guidelines:

If your teen does not comply with the program rules/guidelines, you will be notified and a behavior violation may be issued. Participants who receive three behavior violations within the trimester will be removed from the after school program for the remainder of the school year.

**All behavior violations and late pick-up forms must be signed and returned (with money if applicable) by the next day after the violation is issued. Your child may not return back to The BEAT unless the required materials are returned to staff.*

You may register your teen into The BEAT by completing and submitting the following items:

- Registration Form
- Behavior Contract

Students may not attend program until these two forms are completed and turned in. Once the forms are turned in, your teen will be added to the roster and will be ready to attend the program. You may submit the forms to the Graham Middle School main office, to the Mountain View Community Center located at 201 S. Rengstorff Avenue in Mountain View, or to a BEAT staff member.

We will see you at the BEAT!



Parent/Guardian Email Address: _____

The BEAT Program Registration Form

To register, please complete the following, and return to the front office at Graham Middle School, to the Mountain View Community Center, or to The BEAT staff.

Please print all information. Incomplete forms cannot be processed.

PARTICIPANT'S NAME First and Last	BIRTHDATE MM/DD/YY	SEX M/F	GRADE

PARENT OR REGISTERING ADULT _____ Parent Legal Guardian

First Last

Address _____ City _____ Zip Code _____

Work Phone (____) _____ Cell Phone (____) _____ Home Phone (____) _____

Emergency Information

Person(s) to contact in case of emergency other than the parent/guardian or registrant listed above:

Name _____ Relationship _____ Phone (____) _____

Name _____ Relationship _____ Phone (____) _____

Are the above named authorized to pick up your child from Recreation programs? YES NO

Additional person authorized to pick up your child (if applicable): Name _____ Relationship _____ Phone _____

Is participant taking or on any medication? No _____ Yes _____ If yes, please list: _____

Does participant have any allergies? No _____ Yes _____ If yes, please list: _____

Please list any special needs, health concerns, or suggestions to assist program staff with your child: _____

Homework Rooms

Your teen will have the opportunity to choose between two homework rooms to work on homework in. Together with your student, please choose from the following options. Please read the Homework Assistance section for more information on homework rooms.

_____ I would like my student to work on homework in **ROOM 40 ("CLASSROOM" SET-UP)** everyday.

_____ I would like my student to work on homework in **ROOM 41 ("COFFEE SHOP" SET-UP)** everyday.

_____ My student can choose on their own which room they would like to be in on a day to day basis.

Signing Out Permission

If you allow your child to sign out on their own each day for reasons of walking/riding home or after school sports, please sign the following. **As a reminder, participants may not sign out until 5:45 pm each day. Please see our Stay and Play policy for more information.**

I allow my student to sign out from The BEAT on their own. _____

(Parent Signature)

WAIVER AND RELEASE: In consideration of participation in a class or activity offered by the Recreation Division of the City of Mountain View, I, the below signed, agree to indemnify and hold the City of Mountain View harmless and hereby waive, release and discharge any and all claims for loss or damage, death, personal injury, bodily injury or property damage which I may have or which hereinafter may accrue to me against the City of Mountain View, its City Council, employees, agents and volunteers for any liability arising out of, or connected in any way with, my participation in this class or activity, even though that liability may arise out of negligence or carelessness on the part of the person or entities mentioned above. I understand that accidents and injuries can arise from participation in this class or activity; knowing the risks, nevertheless, I hereby agree to assume those risks on behalf of myself, my heirs and assigns and to release and to hold harmless all of the persons or entities mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release and assumption of risks has been freely entered into and is to be binding on me and on my heirs and assigns. I have read and agree to the registration and program policies. Further, I agree and grant the City of Mountain View permission to use my and/or my child's photograph or likeness, or that of a pet or personal property, for promotional use in any City-related media. By my signature below, I acknowledge that I have read this document and understand its contents.

Parent/Legal Guardian Signature _____ Date _____

The BEAT PROGRAM GUIDELINES CONTRACT

In addition to the normal school day rules, all participants will be expected to comply with the following guidelines:

Safety:

- Check in with a leader when you arrive to program and sign in by 3:05 pm.
- If you arrive later than 3:05 pm, make sure you bring a note from your teacher.
- Ensure that your parent signs you out each day or that you sign out yourself if you have been given permission by your parent. You may only sign out once per day – ins and outs are not allowed.
- You may not sign out early and wait for your ride in front of the school. Once you sign out, you must leave Graham immediately, and may not linger around the school campus.
- You must be with a buddy at all times, and stay with your group. You should be able to see the leaders and they should be able to see you at all times.
- Do not climb trees, tables or on the leaders; throw sticks, rocks, sand or tan bark.
- Bike riding/skateboarding or In-line skating is not allowed during the program.
- Bullying others will not be tolerated.
- Fighting and play fighting will not be tolerated. Talk it out or get a leader.

Respect:

- Respect and listen to all BEAT staff.
- Profanity and put-downs will not be tolerated.
- Respect other people's belongings.
- Respect the Recreation equipment and room.
- Respect the locations that we visit and follow any other site rules.

Responsibility:

- Clean up after yourself.
- Ask a leader when you need to use the restroom.
- Do not bring valuables to The BEAT.
- Follow the Stay and Play policy (staying at program until 5:45 pm each day).

Attitude:

- Give your best effort to participate in all activities being offered.
- Try your best.
- Encourage your peers to have as much fun as you are!

Participation Violation Forms will be issued to participants who do not comply with the guidelines listed above. The participant cannot return to the program until we receive a signed copy of a participation violation form. If the participant receives three behavior violations in a trimester for behavior issues, the participant will be removed from the program.

I, _____, agree to follow the guidelines outlined above. I understand that failure to
(Participant's Name)
comply with these rules will result in disciplinary action which can include sitting out from activities, meeting with parents/guardians or school administration, suspension from the program day or event, and/or being dismissed entirely from the program.

PARTICIPANT SIGNATURE _____

DATE _____

PARENT SIGNATURE _____

DATE _____